

# Monthly Property Management Services

## 1. Payment Collection

- We offer tenants automatic and online direct debit options
- Handle any delinquencies and oversee evictions if necessary
- Hold Security Deposits in special account & conform to state and local laws

## 2. Repair / Maintenance

- Provide 24/7 On call Emergency Maintenance
- Property Repair
- Vendor Negotiation
- Property Inspections

## 3. General Tenant Issues

- Lease renewals and rent increases
- Noise or Association violation issues

## 4. Accounting & Reports

- Payment of Expenses on Property
- Financial Statements
  - Monthly Owner Statements for Income / Expenses per Property (see attached sample)
  - Monthly Direct Deposit Distributions
  - End of Year Reports for Tax filings
- Owner Online Web Access
  - Make online contributions
  - View financial information including checks written, bills paid, distributions, and management fees
  - Run reports
  - View scanned copies of documents, bills and receipts



## 5. For Vacant Properties or during times when the property is vacant

- Periodic Inspections
- Start/Stop Utility Services
- Winterize
- Occupy Property - See Leasing Services

## 6. Contract

- Our Contracts can be cancelled anytime with a 30 day notice
- There are **NO LONG TERM COMMITMENTS!**

## 7. Cost – Varies from 5% to 10% of the total gross monthly income

## 8. Sales Discount - All managed units receive a 0.5% discount from our sales commission rate if you are looking to sell your property

Premiere Management Company  
 1008 Hormel Lane  
 Loveland, OH 45140

## Sample Monthly Owner Statement

Akiko Kubo  
 120 Diana Ave.  
 Indianapolis, IN 95037  
 555-221-4208

### Owners Statement

Ownership: 1010 Eleanor Avenue

For the period 7/1/2010 - 7/31/2010

	<u>Current</u>	<u>YTD</u>
<i>Beginning Bank Balance</i>	1,500.00	1,500.00
Income		
Rental Income	1,300.00	9,100.00
	<u>1,300.00</u>	<u>9,100.00</u>
Expense		
Management Fees	130.00	910.00
Pest Control	0.00	100.00
	<u>130.00</u>	<u>1,010.00</u>
Net Income/Loss	1,170.00	8,090.00
Other Transactions		
Paid to owner	-1,170.00	-8,090.00
Net Change in Security Deposits	0.00	0.00
	<u>-1,170.00</u>	<u>-8,090.00</u>
<i>Ending Bank Balance</i>	1,500.00	1,500.00
Cash Requirements		
Reserve Amount:	200.00	
Security Deposits Held:	<u>1,300.00</u>	
Total Requirements	1,500.00	

COMMENTS
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We appreciate your business
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# Leasing Services

## 1. Prepare property for Listing

- Make suggestions to owners before listing the property to ensure success and positive feedback once showings begin.
- Access to Green Ivy's trusted vendors, for quality service and an excellent price.

## 2. Market Analysis

- Schedule one-on-one client meeting and property walkthrough
- Provide a thorough analysis of current market activity to ensure maximum returns for our clients.



## 3. Advertising

- Exclusive Listing on the MLS, allowing ALL Realtors in Chicago access to the property
- Cast the widest net by listing your property on websites including Zillow, Trulia, Rad Pad, Hot Pads, Pad-Mapper, Home-Finder, Domu, and much more!
- Professional photographs with digital wide angle lens and tripod. No "cell phone pictures" with Green Ivy!
- Multiple Craigslist advertisements posted daily
- Rent Sign with Mobile ID platform with Green Ivy's integrated website
- Custom designed window listings

## 4. Lead Management & Showings

- Experienced leasing agents who get the job done!
- Zillow database and MLS Activity allows Green Ivy to track, assess, and manage leads
- Provide Tenant notification
- Owner updates every two weeks w/ market re-assessment and showing feedback
- Our Skilled negotiation tactics help our clients get the BEST lease terms

## 5. Prospective Tenant Screening

- Green Ivy leaves no stone unturned!
- Landlord Verification includes thorough questionnaire
- Minimum Income Requirements
- Paystub, Bank Account, W-9 collection
- Employment Verification
- Credit Report and debt-to-income analysis
- Personal consultation with Green Ivy's leasing coordinator

## 6. Move In / Out Coordination

- Handling of Security Deposits, Fees & Agreements
  - Walk through of property with written statement of condition
- **Cost** - Commission is typically equal to one month's rent